



## HOME OCCUPATION ZONING REVIEW (HOZR) APPLICATION

Planning Division

Effective: May 25, 2011

Name of Business: \_\_\_\_\_

Address of Business (Residence): \_\_\_\_\_  
(Street Address) (Zip Code)

Mailing Address: \_\_\_\_\_  
(if different from residence address) (Street) Telephone: \_\_\_\_\_

\_\_\_\_\_  
(City) (Zip Code) Alternate: \_\_\_\_\_

Fax: \_\_\_\_\_

Name of Person(s) Conducting the Business: \_\_\_\_\_  
(Please print)

Describe the business activities that will be conducted in the home (for example: computer work, office work, telephone contacts, art work using water colors/oil paints, needlework):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner of Property if other than Applicant: \_\_\_\_\_

**(Property owner consent is required if applicant is not the owner. Please have property owner sign below to signify approval.)**

I certify that I have read, understand, and will comply with all regulations governing "home occupations" as listed in §17.840 of the Brentwood Municipal Code, (and on the reverse side of this form). I declare under penalty of perjury that the information contained in this application is true and correct and that my business use and activity will not be conducted in a manner which is prohibited.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Planning Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(City use only)

**(Please complete the reverse side of this form)**



## HOME OCCUPATION ZONING REVIEW (HOZR) APPLICATION

Planning Division

Effective: May 25, 2011

### REGULATIONS TO CONDUCT A BUSINESS IN YOUR HOME

Your business is considered a "Home Occupation" if it meets the following regulations (per Section 17.840 of the Brentwood Municipal Code). Please complete this form and submit it to the Planning Department. If your business cannot meet one or more of these regulations, please contact the Planning Department at (925) 516-5405 to obtain information regarding the appropriate zoning approval process. In addition, business owners are required to apply for and obtain a business license.

Please **check each box** and **sign and date below** to indicate that you understand and will comply with the following regulations:

- ☐ No clients or customers shall visit the premises in connection with the home business.
- ☐ The home business shall consist of activities related to office use (including but not limited to computer, telephone, bookkeeping, and drafting uses) only.
- ☐ The home business shall be conducted in no more than one room or 20% of the home, if conducted within a garage the doors shall remain closed at all times and shall be clearly incidental and subordinate to the use of the structure as a residence.
- ☐ No commercial vehicle shall be stored on the site in excess of a one-ton vehicle registered to the owner of the home.
- ☐ No commercial retail sales shall be permitted on-site.
- ☐ There shall be no signs displayed or posted on the premises in conjunction with the home business.
- ☐ The residence address shall not be used in any advertising done in conjunction with the home business.
- ☐ There shall be no external evidence of the home business and it will not change the residential character of the dwelling.
- ☐ The home occupation shall not create pedestrian or vehicular traffic in excess of the amount normally generated by residential uses allowed in the district.
- ☐ Only persons residing at the home may be employed within the home by the business.

A complete list of prohibited uses and activities are available at the Community Development Department.

I understand and will comply with the regulations indicated above. I also understand that this permit only applies to the address on the front of this form, and if I move from this location, I will need to complete and submit a new "Home Occupation Zoning Review (HOZR) Application" form.

**Applicant's Signature**

**Date**

**Did you:**

- **Remember to sign and date page 1 and page 2?**
- **Remember to describe all of the business activities that will be conducted in the home?**
- **Review and check all of the boxes for the items on page 2?**